

VACANCY NOTICE

RHODE ISLAND JUDICIARY

Title of Position:	Project Manager - Audio Visual	Classification Code:	00522001
Salary Range:	Grade 8830 \$60,475-68,459	Reference Position Number:	0000-tbd
Department or Agency Name:	Judicial	Application Period:	December 9-19, 2011
Division/Section/Unit:	Supreme Court - Technology		
Shifts and Days:	Mon-Fri 1st	Job Location:	Providence & Counties
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Bargaining Unit:			

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

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|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |
- ***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

The Audio Visual Support Specialist will be responsible for the following: Support Judges and Clerks who utilize audiovisual technologies in the Courtrooms and Conference areas; Maintain, troubleshoot, and provide end user support for the Courts JAVS digital recording systems; Provide installation, setup, and operational support of the JCast digital signage system; Perform maintenance on A/V facilities, equipment, and meeting rooms; Must be able to troubleshoot A/V systems and equipment; To assist the Technical support staff in the troubleshooting of personal computers, communications, printers, mini, and mainframe problems; To seek price quotes for various hardware and software purchases per supervisor's request for Audio Video equipment; Provide support for Video Conferencing Technologies within the Courts; Produce and manage documentation on related Audio Video technical duties; To be able to create and develop project plans and perform as a project manager on related Audio Visual projects; To work on project teams and be able to work with technical staff in other areas of JTC; Responsible for providing guidance and direction to JTC technical staff members on audio visual services.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Requirement of at least a BA in Computer Science, Computer Information Systems, or Electrical Engineering and at least 15 years' experience in Audio Visual Technical Services a must; 15 years experience with Tandberg Video Conferencing Endpoint and Infrastructure products to include Content Server, Video Communication System(VCS), ISDN Gateway, and Tandberg Management Suite a must; 4 years' experience in maintaining, troubleshooting, and providing end user support for JAVS digital recording systems a must; IP networks, specifically as it relates to videoconference hardware and linking live streaming events to servers is necessary; Working with low voltage cabling, A/V Cabling, installation, pulling wire, maintaining A/V equipment such as ceiling or wall mounted screens, projectors, equipment racks and electronic white boards, LCD projectors, ISDN and IP video connectivity, video switching equipment, audio equipment, PC's, VCR's / DVD's, etc; Various high profile events requiring timely, thorough, and confidential support services; Audio and presentation systems, as well as Crestron/AMX control systems; Polycom and ClearOne Audio Systems including Polycom Vortex and stand alone audio conferencing systems.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.
SEND RESUME AND/OR CS-14 Application to:

Marisa P. White
Assistant State Court Administrator, Employee Relations
250 Benefit Street
Providence, RI 02903
Fax: 401-222-2625

TDD#: 401-222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a **REASONABLE ACCOMMODATION**, then the individual shall **not** be considered unqualified for the position.